PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Murray Rosenberg

DATE: October 17, 1990

FROM: Clare Purcell

SUBJECT: R&D "Records Management" Implementation Manual

As confirmation to the discussion you had with Arthur DeBaugh, we have conferred with our outside counsel and concluded that the production and dissemination of a separate manual on Records Management specific to R&D is inappropriate. Should you feel the need to circulate a directive to R&D personnel on specific procedures for implementation of the PM USA Records Management policy, you should do so in a separate memorandum.

cc: A. DeBaugh
F. Newman
C. Wall

RECEIVED

OCT 18 1990

M. D. ROSENBERG

10/18/90

To: K. HOUGHTON, J. CHARLES, W. KUHN

Based on this, I think I should produce an "internal report" for R&D to use in the handling of its printed/electronic documentation.

If you agree, please let me know as I would like to have it issued before the end of the year. Murray

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